

SRP Site

Bldg 1042

1853 O'Connell BLVD

Fort Carson, CO 80913

Start/Exit Check-in

- Identify type of process to be completed depending on needs of the Soldier
- Ensure per Fort Carson SOP that Soldiers have the required documentation prior to checking in
- Distribute appropriate SRP roadmap & paperwork, record SM info into database for accountability
- Maintain accountability of Soldiers as they are processed into the system before they receive the appropriate briefing
- Brief all soldiers on the administration sections to include any closures deviations such as office changes to increase efficiency of the overall process
- At the conclusion of the briefings, organize and release Soldiers in groups to various sections of the overall building to facilitate lesser wait times and smaller lines
- Average time from initial contact to releasing Soldiers to their first station: 10 minutes to 30 minutes depending on briefing schedule, units showing up on time & prepared (Med records, SGLV, DD 93, tags)

Start/Exit Check-out

- Validation through DARTS of the overall SRP process. (Medical & Admin)
- Ensure all dates for all appropriate sections in DARTS are updated with the date the Soldier actually cleared that section
- Verify that all dates in DARTS are within the allowable timeframe governed by AR 600-8-101 CH. 4.1, which defines the time frame in which SRP initial checks must be completed before a unit deploys
- Ensure Soldiers that are deploying receive a printed copy of the report from DARTS that is stamped SRP COMPLETE and initialed, this reinforces their final status that is then input into the database
- Review with the soldier their overall status and clarify that the Soldier understands before they leave how to correct any deficiencies and what to bring with them to receive their SRP COMPLETE
- Average time from receiving checklist to returning the checklist: 3 to 5 minutes
- Prepare end of day reports detailing final status of everyone that is input into the system

Personnel

* Forms must be printed out and in the Soldier's (SRP packet) Tab B

ALARCT 058/2009: Para 2: "Requirement for Commanders to have their Soldiers to review this video prior to reviewing or updating their DD 93 as part of....Soldier Readiness (SRP)"

DD 93:

<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=711496&lang=en->

SGLV:

<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=818609&lang=en->

*Average Time Per Soldier: 3 minutes when Soldier comes with forms, depending on line (workload) and up to 15 minutes per Soldier when Soldiers come with incorrect forms or no forms

SRP LEGAL

- Average time to Service Soldier: 0-5 minutes, depending on needs of Soldier and number of processors.
- Services Provided
 - › Provide Powers of attorney
 - › Review Soldier readiness
 - › Provide guidance to Soldiers needing to resolve legal issues
 - › Will Referrals

**Streamlining Process

Have plan of action for Soldiers needing wills

References: AR 600-8-101 Ch 4 and FC REG 525-3-2 14-1

SRP Site will provide legal info sheet to educate SM's on type of POA's
PRIOR to SRP

Army Community Service

Mission: ACS works in the SRP to ensure the families of all deploying Soldiers are cared for during the Soldier's deployment.

The ACS office in the SRP Site processes Soldiers performing the following:

- ❖ In-Processing SRP (updates in DARTS) Only collects FC Form 1034-E if deploying within 90 days.
- ❖ Annual SRP (updates in DARTS) Collects FC Form 1034-E
- ❖ Pre-deployment SRP (updates in DARTS) Collects FC Form 1034-E
- ❖ Deployment SRP (updates in DARTS) Collects FC Form 1034-E
- ❖ Mobilization SRP (updates in DARTS) Collects FC Form 1034-E
- ❖ CCMRF (updates in DARTS) Collects FC Form 1034-E

Family Assistance Information Sheets

- ▶ ACS uses the Family Assistance Information Sheets (FC Form 1034-E) to gather updated Family information to identify those Families (including Next of Kin for Single Soldiers) who do not live close to Fort Carson or who will be relocating during the Soldier's deployment
- ▶ Using this form and the information provided by the Soldier we then connect the Family member with the nearest military installation to them so they can receive care and information as needed.

Family Assistance Information Sheets

- After the Soldier gives the completed form to the ACS office it is organized according to unit and placed in a locked file cabinet
- When the Soldier deploys, the ACS rep in the SRP sends the form to the nearest military installation of the Family member identified on the form so that installation can be prepared to help the Family member and notify them of any programs available to them

Exceptional Family Member Program

- The ACS office in the SRP collects EFMP Query sheets (DA Form 7415) from each deploying Soldier with dependents as they come through the SRP. These are given to the EFMP manager at the Family Readiness Center for processing. (AR 608-75)

Average time per Soldier: 3 minutes

❖ POC for Unit EFMP info: 719-526-4590

Chaplain

- Average time per Soldier: 1-3 minutes
- Soldiers need: Religious preference verified, religious questions answered, and religious supplies.
- We provide: Verification of religious preference and any supplies needed plus answers to questions about religion and religious activities on Fort Carson. Chaplains office ensures ID tags are correct and if not Soldiers are sent to ID tags for a new set. Update DARTS.
- AVG time 5 minutes
- Regulation: FORSCOM & FC 525-3-2
- ❖ Units should provide their unit Chaplain for their Soldiers so SRP Chaplain will focus on all other

SRP ID cards

- Soldier must have their CAC card
- Second form of ID if requiring a new CAC card
- SRP Packet with a set of ID Tags under Tab F to include a medical tag if Needed (DD 5536 required to print medical allergy tags and a set of tags on the soldiers person)
- Any forms related to adding or removed a dependant: slides required documents
- Average time per Soldier for DEERS Record check is 3-4 minutes
- Average time per Soldier id needing a new CAC 18-20 minutes
- Average time per Soldier for new ID Tags 1-2 minutes
- DEERS/ID Cards is responsible for making sure the Soldiers CAC and DEERS Record is accurate and makes though the deployment CONUS or O-CONUS

SRP ID cards

RA, NG, RESERVE, ID CARD RENEWAL/UPDATE

- 1. Two forms of ID (Valid)
 - a. Old CAC with Drivers License or SS Card or Birth Certificate or Current Passport
- 2. The following Applicable Documents:
 - a. Promotion Order
 - b. Reenlistment Contract or Extension
 - c. Enlisted Record Brief (ERB)
 - d. Officer Record Brief (ORB)
 - Note: b or c required for name change*
 - e. Oath of Office (from enlisted to officer)
- 3. Military Members must be within Grooming Standards, per AFI 36-3026 (AR 600-8-14)

SRP ID cards

- 4. ID Cards are not Reissued to Soldiers or Family Members being frocked until Pro- motion Orders are shown.

RETIREE (Reg. Active Duty)

- 1. Two Forms of ID (Valid)
 - a.. Old CAC with Drivers License or SS Card or Birth Certificate or Current Passport
- 2. DD 214 or Retirement Orders

RESERVE RETIREE (60 Years of Age)

- 1. Two forms of ID (Valid)
 - a.. Old Reserve Retiree ID Card with Drivers License or SS Card or Birth Certificate or Current Passport
 - b. 20 Year Letter

SRP ID cards

LOST ID CARD FOR SOLDIERS (incl. Final Out-Processing)

- 1. Two forms of ID (Valid)
 - a. Drivers License and SS Card or Birth Certificate or Current Passport
- **Note:** If No Form of ID is available, Soldier Must Present a Completed Proof of Identity Form (obtained from the ID/DEERS Section), to be completed in conjunction with S1's E-7 of higher Ranking NCO, to the ID/DEERS Section.
- 2. Lost Memo from Commander
- 3. Lost ID Memo from Provost Marshall's Office

SRP ID cards

LOST SPOUSE ID CARD

- 1. Lost ID Card Memo from Provost Marshall's Office
- 2. Two forms of ID with Power of Attorney or Accompanying
- Sponsor

DAMAGED ID CARD (Soldiers) OTHER THAN NORMAL WEAR & TEAR

1. Two forms of ID (Valid)
 - a.. Old CAC with Drivers License or SS Card or Birth Certificate or Current Passport
2. Damaged ID Memo from Commander

SRP ID cards

NEW MARRIAGE

- 1. Marriage Certificate (Original or Certified Copy)
- 2. Two forms of ID (Valid)
 - a. Drivers License or Current Passport (Photo ID)
 - b. Social Security Card or Letter from SSA with SS# and Name
- 3. Final Divorce Decree, (If Applicable)

SRP ID cards

NEW CHILD/STEPCHILD

- 1. State Birth Certificate (Original or Certified Copy) or Live Birth Record from Hospital (Including Fathers, Mothers, and Infants Information / Signed by Dr. or Nurse)
- 2. Social Security Card or Letter from SSA with SS# and Name
- 3. Adoption: Final Adoption Decree
- 4. Custody/Guardianship: Custody or Guardianship Court Order signed by Judge. **Must state for 12 months or longer**
- **Note:** Children under 10 years of age do not receive an ID Card unless the following condition(s) exist:
 - a. Single Parent Family
 - b. Joint Military Family

SRP ID cards

CHILD BORN OUT OF WEDLOCK

- 1. Court Order establishing Paternity, Voluntary Acknowledgement of Paternity, or Approved Dependency Determination
- 2. State Birth Certificate (Original or Certified Copy)
- 3. Social Security Card or Letter from SSA with SS# and Name

APPELATE LEAVE STATUS/SPONSOR **INCARCARATED**

- 1. Two Forms of ID (Valid)
 - a. Old CAC with Drivers License or SS Card or Birth Certificate or Current Passport
 - b. Verification from Approving Agency (JAG, Army Legal etc...) or DEERS Verification through Army Clerk & Recorder's Office

SRP ID cards

DEPENDENTS CHILDREN AGES 21-23

- 1. School Certification with the following Information:
Note: Sponsor MUST update Dependants Information, Unless Power of Attorney is Presented
 - a. Date Start of School.
 - b. Expected Date of Graduation.
 - c. Must State Full Time or at least 12 Credit Hrs. (8 Credit hours during Summer).
 - d. Point of Contact, Name, Phone Number, and Signature of School Official.
- **Note:** Form must be on Official Letterhead from an accredited School.

SRP ID cards

OUTPROCESSING (DEMOB, ETS)

- 1. Old ID Card or Memo from Unit CMDR and PMO
- Plus Two Forms of ID If Lost
- 2. Final DD214, Copy 4 (no worksheet).
- 3. REFRAD or Separation Order.
- 4. Clearance Paper or Out Processing Checklist.

LEGAL CUSTODY WARDS

1. Final Custody or Guardianship Court Order for at least 12 Consecutive months.
2. Birth Certificate (Original or State Certified).
3. Social Security Card or Letter from SSA with SS# and Name.

SRP ID cards

ENROLLING SPOUSE & CHILDREN WITH FOREIGN DOCUMENTS

- **Spouse:** Marriage and Birth Certificate and VISA 22
- **Child:** Birth Certificate
- Note: All Documents must be translated in English.

ID TAG REPLACEMENT

1. DA Form 4187 (request for ID Tags). Must include Full name, SSN, Blood Type, Religious Preference.
2. Blank ID Tags.

SRP ID cards (cont)

- **ID TAG REPLACEMENT**
- 1. DA Form 4187 (request for ID Tags). Must include Full Name, SSN, Blood Type, Religious Preference.
- 2. Blank ID Tags.
- ❖ To streamline process: units update CAC cards @ BN PRIOR to SRP.
- ❖ Issue new CAC cards PRIOR to SRP at BN level that will expire within 60 days or 90 days Post LAD.
- ❖ Send a SM to SRP with 4187's PRIOR to SRP to print 2nd set of tags if SM's do not have

Dental SRP Exam Policy

- **Annual Exams**- 90 days (3 months) out from date of SRP. If amber in MEDPROS will receive a periodic dental exam
- **Inprocessing Exams**- 90 days (3 months) out from date of SRP
- **Deploying Soldiers**- 90 days out from date of actual deployment
- **Redeploying Soldiers**- 90 days(3 months) out from date of SRP
- **Demobing Soldiers**- Need exam if not examined within the past three months prior
- **Mob Soldiers**- have to be current within 90 days
- **Medevac**- 90 days out from SRP
- **CCMRF**- 90 days out from SRP

CLASS 3 SOLDIERS- All Class 3 soldiers will leave the SRP with an appointment. Only exception will be NON

Dental SRP Exam Policy

- Soldiers that have not had an annual periodic dental exam within the last 12 months are category 4 (DENCOM policy)non-deployable
- Soldiers that have severe dental treatment needs are category 3 (DENCOM policy)non-deployable

In order to have an expedient Dental SRP have Soldiers that will become class 4 within 90 days of deployment go to home dental clinic for periodic dental exam at least a week prior to SRP

To increase Dental SRP success: Send unit alpha roster to Dental SRP point of contact 15 days prior to SRP(if Soldiers does not need an exam Dental SRP processing will take 5 min, if Soldier needs an exam SRP processing will take 30 min)

General

- NLT 10 days prior to SRP, for deploying units, send all UIC's so a EMILPO to DARTS download can be completed (SRP Site Manager & SRP Site NCOIC)
- Send what you schedule...(blocked 67 slots, send 67 slots)
If scheduled at 0730 have your Soldiers seated and ready at 0730 (Therefore, show up at 0700)
- Must have current SGLV/DD 93, Medical record & ID card to start, no exceptions
- SM's must know their UIC!
- If no med record, order temp jackets from Post Pubs, DD 2766, PRIOR to SRP date
- Bus Soldiers. Recently parking has been extremely limited.
- Plan for lunch (FRG, MRE's, order out for delivery)

Personnel

Update SGLV & DD 93 according to DA Standards PRIOR to SRP

Sign and print PRIOR to SRP- Soldier should have in hand

- ALARCT 058/2009: Para 2: “Requirement for Commanders to have their Soldiers to review this video prior to reviewing or updating their DD 93 as part of....Soldier Readiness (SRP)”
- DD 93:
<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=711496&lang=en->
- SGLV:
<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=818609&lang=en->

Dental

- Send to SRP Site (SRP Site Manager & SRP Site NCOIC) Alpha Roster (Full Name, Rank & full SSN) NLT 10 days PRIOR to SRP, so dental can pull records
- Send ALL CAT 3 & 4 Soldiers to dental clinics PRIOR to SRP (& prior to dental records being pulled)

Legal

- Hand out sheet on different types of Power of Attorneys, so SM's are educated on the different types PRIOR to SRP.
- Bring an Attorney if you want wills completed on the spot. If not, SM's info will be sent to Post Legal who will call SM for a Will Appointment.

SRP Legal

POWERS OF ATTORNEY

A Power of Attorney (POA) is a written instrument that allows you (the "principal") to authorize your agent (your "attorney-in-fact") to conduct certain business on your behalf. It is one of the strongest legal documents that you can give to another person. For example, a soldier's wife may use the soldier's POA to clear government quarters, ship the family car or cash the soldier's pay check. Every act performed by your agent within the authority of the POA is legally binding upon you. Since a POA is such a powerful document, only give one to a trustworthy person, and only when absolutely necessary. There are two types of POAs; "general" and "special" (or limited).

GENERAL POWER OF ATTORNEY

A general POA gives your agent very broad powers to act on your behalf. General Power of Attorneys were created so that a person could do anything on your behalf, many places however, have stopped accepting them. *Note: No one is legally obligated to accept a Power of Attorney and the JAG Office has no control on whether or not someone will accept a Power of Attorney. The following is a list of places, that we know of, that does not accept a General POA within this area: 1) USAA; 2) DMV; 3) Military Housing; 4) Military Finance; 5) Taxes; 6) Anything dealing with real estate 7) Anything dealing with child care.* We can prepare Special Power of Attorneys for those items or anything that you may need or want. It is always best to call each place that you may be dealing with to ask them what kind of Power of Attorney they will accept.

SPECIAL POWER OF ATTORNEY

A Special Power of Attorney is more likely to be accepted because your wishes are more clearly defined. A Special POA authorizes your agent to do one or more certain specified acts, such as selling or registering your POV, shipping household goods, signing for government quarters, getting a military ID card, etc.

POA EXPIRATION DATES

POA expiration dates have been set by Ft Carson Post Standards and/or Colorado State Law and they are as follows: If you are not deploying they can be good up to one year from the date that you execute them; if you are deploying they can be good up to 18 months from the date that you execute them; it is a Colorado State Law that any POAs dealing with children can only be good up to one year.

WILLS

We do not always have an attorney working in the SRP Legal site. If you are in need of a will and you are deploying, please inform the legal section. If we have an attorney on-site, they will prepare your will. If we do not have an attorney on-site that day, we will forward your information to the main JAG office and they will schedule an appointment for you. If you are not deploying please call 526-5572 on a Friday morning, with the exception of training holidays, to

Finance

- Can now fix pay issues, for SRPing Soldiers only, but recommend sending Soldiers to Main Finance PRIOR to SRP, so that Finance does not get backed-up
- If completing a DEPLOYMENT SRP, by regulation, EVERY Soldier will get an Eagle Cash Card. SRP site will comply. If memo needed, please request. Civilians deploying with units must get one as well, and bring in blank, voided check.
- REDEPLOYING Soldiers must see SRP Finance to stop all deployment entitlements.
- Eagle Cash Card forms will be provided upon request, PRIOR to SRP, so SM's can fill them out and bring them with them.

SRP ID Cards

- Verify DEERS information is accurate and update as needed. Issue CAC Cards & ID Tags.
- Soldiers must bring 2 sets of ID tags (4).
- 2 forms of ID is now required for new CAC card. (Birth certificate, SS card, drivers license)
- If any family information needs to be updated (Divorce Decree, Marriage Certificate, Birth of a Child, Adoption, etc.) bring necessary documents to be completed during SRP

Medical

- PROFILES

Bring any current and old profiles

- OPTOMETRY

Do not wear contacts, wear glasses

Vision can be completed at Unit level. Individual who has write access to MEPPROS can insert data.

- AUDIOLOGY

Bring earplugs

- PPD's

PPDs can be given 2 days PRIOR to SRP, and read on the SRP date.

This alleviates SM's from having to come back on another scheduled, busy day, to get PPD read. Memo can be provided upon request.

Return to Ms. Mency & SFC Dickerson.

- TABLET (Medical Start)

Soldiers need to know their AKO username and password. Not temporary password!

- Chaplain (Please have your Chaplain meet the SRP USAG Chaplain to gain access and training to DARTS) Chaplain will have his/her own office during your units SRP.
- Minimum of 2 clerks for SRP ID Cards/TAGs. 1 clerk must be DEERS qualified. Please contact ID Card/DEERS NCOIC NLT 10 days PRIOR to SRP to ensure training and access. The other clerk just needs to be able to type, to produce ID Tags.
- Attorney if you would like wills on the spot.
- CHAIN OF COMMAND. Chain of Command (CDR &/Or 1SG) must be present for the duration of the SRP. This is to solve any issues on the spot and keep Soldiers motivated so they do not leave.
- PA's- to sit with Case Manager and approve or deny any profiles written by the SRP Providers on the spot.

What units could provide....

- FRG

FRG could stand up a table at the SRP site during lunch hours, to either provide their Soldiers free food, or fundraise and sell lunch
FRG's can NOT bring children

FRG's must have food permit, report to SRP Mgr (Room 131) or SRP NCOIC (Room 130) upon arrival

Must coordinate MWR Budget Assistance, 526-5580, to ensure it is approved

Per GC, unit on ground (SRPing) has priority for FRG sales

- Units are encouraged to coordinate transportation through the TMP at 526-6939. Busses are free, units just need to provide the drivers. Parking is extremely limited and busses help assist with Chain of Command.